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UNITED STATES DEPARTMENT OF AGRICULTURE
Food Distribution Administration
Washington, D. C.

April 22, 1943

ADMINISTRATIVE SERVICES DIVISION MEMORANDUM NO. 24
Supplement 1

To: Branch and Division Chiefs and Regional Administrators
From: W. L. Rice, Acting Chief, Administrative Services Division
Subject: Utilization of Automotive Tires and Tubes

The Office of Plant and Operations has advised that as of April 8, 1943 the provisions set forth in numbered paragraph 7 of Plant and Operations Circular No. 82, Supplement 5, dated February 15, 1943, no longer apply.

Instructions as to disposition of impounded tires and tubes will be issued direct to the holding agencies by the Regional Property Officers of the Procurement Division, Treasury Department.

W. L. Rice

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UNITED STATES DEPARTMENT OF AGRICULTURE
Food Distribution Administration
Washington, D. C.



March 24, 1943

ADMINISTRATIVE SERVICES DIVISION MEMORANDUM NO. 24

To: Branch and Division Chiefs and Regional Administrators
From: F. J. Hughes, Chief, Administrative Services Division
Subject: Utilization of Automotive Tires and Tubes

Bureau of the Budget Circular No. 412, dated February 6, 1943, Procurement Division Circular Letter No. 699, dated March 1, 1943, and Plant and Operations Circular No. 82, Supplement 5, dated February 15, 1943, dealing with the utilization of automotive tires and tubes now in non-military agencies are transmitted herewith for information and immediate attention.

The Chief of each Regional Administrative Services Division will be responsible for surveying the automotive equipment located within his region. Reports should be forwarded from the Regional Administrative Services Division to the Chairman of the Area Conservation Committee serving the State in which the surplus tires and/or tubes are located. The need for these reports is urgent and they should, therefore, be forwarded as soon as they are available to you.

Orders for tires and/or tubes should be placed directly with Regional Property Officers in accordance with Circular No. 699, on our regular purchase order form.

A list of the Area Chairmen and the Regional Property Officers is attached for your information.

A handwritten signature in cursive script, appearing to read "F. J. Hughes".

Attachments (4)

EXECUTIVE OFFICE OF THE PRESIDENT
BUREAU OF THE BUDGET
Washington, D. C.

February 6, 1943

TO THE HEADS OF THE EXECUTIVE DEPARTMENTS, INDEPENDENT
ESTABLISHMENTS, AGENCIES, AND GOVERNMENT-OWNED
CORPORATIONS (Except War and Navy Departments
and the Maritime Commission)

SUBJECT: Utilization of Automotive Tires and Tubes Now in
Possession of Nonmilitary Agencies

The critical shortage of rubber has created the necessity for the best possible utilization of all tires and tubes now in possession of Government agencies. Therefore, the following order, issued under authority of Executive Order No. 9235, dated August 31, 1942, shall apply to all executive departments, independent establishments, agencies, commissions, boards, bureaus, divisions, administrations services, or offices of the Executive Branch of the Federal Government, including all independent regulatory commissions, or boards, and all Government-owned or Government-controlled corporations (hereinafter called nonmilitary agencies), exclusive of the War Department, Navy Department, Maritime Commissions, and War Shipping Administration, and shall become effective February 6, 1943.

1. The following standards of rubber tire and tube ownership established by Office of Price Administration Order No. 1-A, for the general public, is hereby established for non-military agencies, effective February 6, 1943. The exemptions accorded commercial vehicle owners shall not apply to Federal agencies.
 - (a) Passenger automobiles, station wagons, etc.:
Not to exceed 5 tires and 5 tubes per unit.
 - (b) Trucks and trailers: Not to exceed the tires and tubes actually mounted on the wheels of the vehicle, plus one spare tire and tube. In case a vehicle requires different size tires for front and rear wheels, one spare in each size may be retained.
 - (c) Motorcycles: Not to exceed the tires and tubes actually on the wheels of the vehicle, plus one spare tire and tube.
 - (d) Tractors and other automotive machinery: Not to exceed the tires and tubes actually mounted on the wheels of a vehicle, plus one spare tire and tube. In case a vehicle requires different size tires for front and rear wheels, one spare in each size may be retained.

2. All rubber tires and tubes, serviceable or unserviceable, owned by all nonmilitary agencies, in excess of the above standards, are hereby declared to be surplus and impounded in their present storage, subject to disposition by the Procurement Division, Treasury Department. Upon submission of a requisition and the delivery to the appropriate Regional Property Officer, Procurement Division, of the unserviceable tire or tube to be replaced, tires and tubes will be transferred to the requisitioning nonmilitary agency under the terms of the Bureau of the Budget Regulation No. 2. In case tires and tubes cannot be supplied from existing stocks, the Regional Property Officer, Procurement Division, will clear the requisition for purchase.
3. Each nonmilitary agency shall, at once, submit Procurement Division Form No. 812 to the Regional Property Officer, Procurement Division, listing and describing tires and tubes, and showing their location, that are surplus under this order. Signature on Forms 812 shall be considered as a certification of compliance with this order.
4. Requisitions for tires or tubes for which purchase orders have not been issued to a vendor by the effective date of this order shall be diverted to Procurement Division regional offices for shipment out of surplus stocks or for clearance for purchase.
5. Until further notice, purchase of rubber tires and tubes by nonmilitary agencies from open market vendors shall be effected only upon certification by Treasury Procurement that the requirement cannot be met from the surplus pool.

All agencies shall immediately study their present uses of automotive equipment in the field and effect such controls and such substitutes as may be necessary to reduce uses to a minimum. If this study indicates that an excessive number of automobiles are in the possession of an agency, such units should be declared surplus to Treasury Procurement at once as a means of insuring maximum utilization.

HAROLD D. SMITH
Director.

UNITED STATES TREASURY DEPARTMENT

Procurement Division

Washington

March 1, 1943

CIRCULAR LETTER NO. 699

TO: The Heads of the Executive Departments, Independent Establishments, Agencies, and Government-Owned Corporations (except War and Navy Departments and the Maritime Commission)

SUBJECT: Utilization of Automotive Tires and Tubes Now in Possession of Non-Military Agencies

1. Standards of Rubber Tire and Tube Ownership

Standards of tire and tube ownership have been established for non-military agencies of the Federal Government by Bureau of the Budget Circular No. 412 dated February 6, 1943, which also covers various phases of a program for the utilization of tires and tubes in excess of the standards and in possession of non-military Federal agencies.

2. Reporting of Excess Tires and Tubes

Pursuant to provisions contained in the above-mentioned circular (412) and in order that prompt action can be taken by the Procurement Division to supply replacement tires and tubes, all agencies as provided for above, shall forward not later than March 15, 1943, to the appropriate Regional Property Officer "Declaration of Property" (Form 812, Procurement Division) in accordance with the procedure prescribed in Treasury Department--Procurement Division) Circular Letter No. 675 and Supplement No. 1 thereto. Agencies which do not have tires and tubes to be reported under the requirements of Bureau of the Budget Circular No. 412 shall so advise the Procurement Division at Washington, D.C.

Tires shall be listed on Form 812 by size, type and number of plies. Tubes shall be listed by size and type. Other items of property shall not be reported on the same Form 812 listing tires and/or tubes. In lieu of the information called for on the reverse of Form 812, the "condition" of the tires and/or tubes need only be reported as either new or used.

3. Disposition of Tires and Tubes in Excess of Established Standards

Tires and tubes shall remain with the declaring agency at the reported location pending receipt of instructions from the appropriate Regional Property Officer.

4. Requisitioning of Tires and Tubes

In accordance with instructions contained in Bureau of the Budget Circular No. 412, requisitions or purchase authorities for tires and/or tubes shall be submitted by all non-military agencies of the Government directly to the appropriate Regional Property Officer. The form should not include any other articles or services.

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Any agency as provided for herein, using vehicles exclusively for law enforcement purposes, the suppression of subversive activities or for other uses of a similar nature, and having a need which can be satisfied only by a new tire and/or tube shall attach to its requisitions or purchase authority a statement setting forth a justification for such need. In the event a request cannot be met from existing stocks, the Regional Property Officer will promptly grant clearance for purchase in accordance with established procedure.

The Regional Property Officer will, if necessary, issue at least twice a month a catalog of tires and tubes showing the size, type and quantity available. Requirements for tires and/or tubes of a size or type not listed in the catalog may be purchased in accordance with established procedure, without clearing such requirements through the Regional Property Officer. The unserviceable tires and/or tubes to be replaced shall be promptly reported to the Regional Property Officer on Form 812, clearly showing the exact "condition" of each item.

Requisitions or purchase authorities should be prepared to show the symbol number and title of the appropriation from which payment for the property will be made, the correct size and type of tire, size and type of tube, and other information as is customarily furnished in the preparation of the form.

When submitting a requisition or purchase authority for tires and/or tubes the requisitioning agency shall make available the same number of unserviceable tires and/or tubes as requested. These tires and/or tubes shall be reported on Declaration of Property (Form 812), attached to the requisition or purchase authority and both forms forwarded to the Regional Property Officer. In these instances the exact condition of the tires and/or tubes shall be clearly stated on Form 812, and such tires and/or tubes shall remain at the reported location pending receipt of instructions from the Regional Property Officer as to disposition.

On receipt by the Regional Property Officer of a requisition or purchase authority listing replacements, and Declaration of Property (Form 812), the tires and/or tubes supplied to meet such requirements will be transferred with exchange of funds as provided for by Bureau of the Budget Regulation No. 2.

The estimated cost of tires and/or tubes to be shown on requisitions or purchase authorities should be the same as shown in current General Schedule of Supplies (Class 8). Generally speaking, available stocks of tires and tubes will consist of various classes of condition ranging from new and unused tires and tubes to tires which have been recapped and tubes which have been repaired. The price requisitioning agencies will be required to pay for tires and tubes supplied under this program will be the appraised value at time of transfer.

All instructions heretofore issued by the Procurement Division of the Treasury Department concerning purchase of tires and tubes which are in conflict with the procedure outlined in this circular letter are hereby suspended.

(signed) CLIFTON E. LACK

Director of Procurement

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UNITED STATES DEPARTMENT OF AGRICULTURE
Office of the Secretary
Washington

Office of Plant and Operations

February 15, 1943

Plant and Operations Circular No. 82, Supplement 5

Automotive Tires and Tubes in Possession of
Nonmilitary Agencies

In order to facilitate compliance with Bureau of the Budget Circular No. 412, dated February 6, 1943, numbered paragraph 3 transmitted with Secretarial Memorandum No. 996, Supplement 8, dated February 11, 1943, and to secure data necessary for the information of the Office of the Secretary, the procedure for declarations of excess tires and tubes to the Procurement Division will be in accordance with Plant and Operations Circular No. 82, Supplement 4, dated February 8, 1943, through the Area Chairmen. Inasmuch as the declared excesses are impounded in the custody of the declaring agency subject to subsequent notice of final disposition from the Procurement Division, it becomes necessary to amplify previous instructions as follows:

1. Procurement Division Forms No. 812 (Revised) may be secured from the Area Chairman for the Area within which the property is located.
2. The declaring agency shall forward an original and five (5) copies of Form 812 to the appropriate Area Chairman.
3. The Area Chairman will clear the forms in quadruplicate to the Regional Property Officer of the Procurement Division having jurisdiction over the Area in which the property is located.
4. The Area Chairman will retain one copy and forward one copy to the Office of Plant and Operations in Washington, D. C.
5. When the space for listing the items on the form 812 is insufficient, continuation sheets, using upper portion of the form, shall be attached to each copy.
6. After declaration the tires and tubes shall be held impounded in the custody of the declaring agency pending notification of disposition from the Regional Property Officer.

7. Since the Area Chairmen are the authorized declaring officers for the Department, for the areas in which they serve, notification of disposition of the impounded tires and tubes will be made by the Regional Property Officers to the Area Chairman who will in turn notify the declaring agencies.
8. Bureaus and Agencies requiring replacement tires and tubes will deal directly with Regional Property Officers as provided in numbered paragraph 2 of Bureau of the Budget Circular No. 412 and generally in accordance with the instructions in Procurement Division Circular Letter No. 675, and Plant and Operations Circular No. 82, Supplement 4.

/s/ Arthur B. Thatcher

Chief, Office of Plant and Operations

PROPERTY

Tires and Tubes, Automotive, Procedure for Declaration of Excess
Tubes and Tires, Automotive, Procedure for Declaration of Excess

List of Regions and Regional Property Offices
of the Federal Property Utilization Program

U. S. Treasury Department, Procurement Division

REGION I

Connecticut
Delaware
Maine
Maryland
Massachusetts
New Hampshire

New Jersey
New York
Pennsylvania
Rhode Island
Vermont

REGIONAL OFFICE

Regional Property Officer
U.S. Treasury Department
76 Ninth Avenue
New York, New York

REGION II

Metropolitan
District of Columbia

Regional Property Officer
U.S. Treasury Department
7th and D Streets, S.W.
Washington, D.C.

REGION III

Alabama
Florida
Georgia
Louisiana
Mississippi

North Carolina
South Carolina
Tennessee
Virginia
West Virginia

Regional Property Officer
U.S. Treasury Department
10 Forsyth Street Bldg.
Atlanta, Georgia

REGION IV

Illinois
Indiana
Iowa
Kentucky
Michigan

Minnesota
No. Dakota
Ohio
So. Dakota
Wisconsin

Regional Property Officer
U.S. Treasury Department
222 West North Bank Drive
Chicago, Illinois

REGION V

Arkansas
Kansas
Missouri

Nebraska
Oklahoma
Texas

Regional Property Officer
U.S. Treasury Department
6th Fl., Porter Bldg.
Kansas City, Missouri

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REGION VII

Colorado
New Mexico
Utah
Wyoming

REGIONAL OFFICE

Regional Property Officer
U.S. Treasury Department
810 - 14th Street
Denver, Colorado

REGION VII

Arizona
California
Nevada

Regional Property Officer
U.S. Treasury Department
49 Fourth Street
San Francisco, California

REGION VIII

Idaho
Montana
Oregon
Washington

Regional Property Officer
U.S. Treasury Department
Alaska Building
Seattle, Washington

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AREA CHAIRMEN AND VICE CHAIRMEN

AREA AGRICULTURE EQUIPMENT COMMITTEE

Chairmen

Vice Chairmen

Area I - W. G. Gross, Chief
Regional Administrative Services
Division
Soil Conservation Service
Upper Darby, Pennsylvania

G. S. Wheeler
Asst. to Asst. Regional Forester
Forest Service
Philadelphia, Pennsylvania

Area II - John S. Ruggles
Regional Business Manager
Farm Security Administration
Raleigh, North Carolina

Herbert G. Knoch
Administrative Officer
Forest Service
Atlanta, Georgia

Area III - Harold K. Hill
Agricultural Adjustment Agency
Madison, Wisconsin

John R. Moore
Soil Conservation Service
Milwaukee, Wisconsin

Area IV - Hollis H. Williams, Chief
Administrative Services Division
Soil Conservation Service
Fort Worth, Texas

William Farrell
Regional Attorney
Office of the Solicitor
Dallas, Texas

Area V - Leslie B. Owen
Regional Business Manager
Farm Security Administration
Denver, Colorado

H. C. Cole, Regional Chief
Administrative Services Division
Soil Conservation Service
Lincoln, Nebraska

Area VI - Warren V. Benedict
Senior Forester
Bureau of Entomology and
Plant Quarantine
Oakland, California

A. P. Dean
Assistant Regional Forester
San Francisco, California

Area VII - Floyd V. Horton
Assistant Regional Forester
Forest Service
Portland, Oregon

Dr. Jesse L. Bedwell
Pathologist
Bureau of Plant Industry
Portland, Oregon

